



JOB POSTING

POSITION TITLE: Program Coordinator

STATUS OF EMPLOYMENT: Full Time, 1 year contract

BACKGROUND: The Emergency Planning Secretariat is an emerging body in the Lower Mainland looking to improve Mainland Coast Salish emergency preparedness and adaptation to climate change. Our main tool for achieving this is our Regional Action Plan, or Hilekw Sq'eq'ó, which localizes the Sendai Framework for the 31 Mainland Coast Salish First Nations, weaving together Mainland Coast Salish knowledge and culture with best practices in emergency management around the world. The recently released Action Plan focuses mainly on flooding for its first iteration. In addition to the Action Plan, the EPS also supports First Nations flood planning throughout the Lower Mainland. Please find more information at our website!

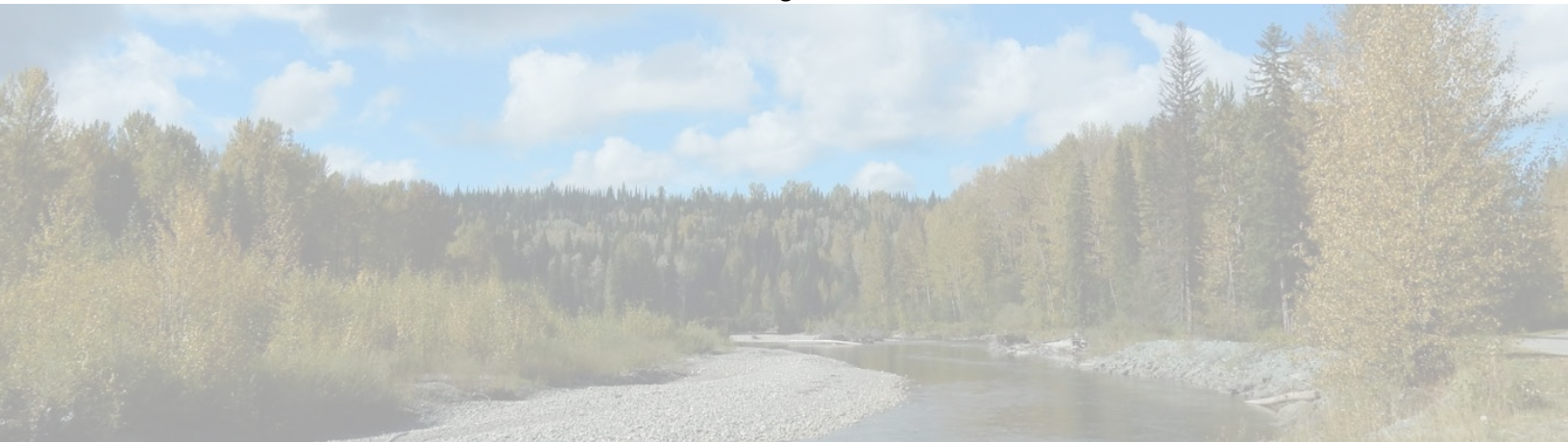
<https://www.emergencyplanningsecretariat.com/>

POSITION SUMMARY: The Program Coordinator is responsible for managing the EPS budget, supporting staff with project management, supporting the Program Manager with administration, and supporting communities as needed.

COMPENSATION: Starting salary at \$60,000 - \$70,000 depending on experience

Job Description

1. Budget Management
 - Manage the EPS operational and program budgets
 - Ensure EPS cashflow and financial management





- Assist with managing budgets, expenditures, general ledgers and financial statements.
 - Liaise regularly with accounting staff and program manager
 - Keep accurate financial records and present to Leadership on a regular basis
 - Ensure effective relationships with funders
 - Preparation, recording and monitoring of financial expense claims and related invoices.
2. Support Project Coordination
- Support staff with budget management
 - Ensure staff are meeting deliverables and support funder relationships
 - Coordinate proposal writing, financial reporting and contract management
3. EPS Management
- Support EPS Policy and Procedures Management
 - Support EPS strategic growth
4. Support Program Manager and EPS Staff as needed
5. Maintain respectful and effective relationships with each of the 31 Mainland Coast Salish First Nations and external partners

REPORTS TO: EPS Program Manager

EDUCATION AND EXPERIENCE

- Preference may be given to a candidate with formal education or training in a relevant field, such as financial management, business administration or project management, or five years experience in the field
- The ability to work in a team environment and independently;
- Experience in financial management
- Experience with fundraising and reporting
- An adaptable attitude to handle variable schedules, demanding schedules during emergencies, politically charged environments, and needs of different partners; and
- Intermediate computer and typing skills (MS Office Suite, Google Drive and Dropbox).

SKILLS AND COMPETENCIES

- Knowledge of political and social impacts that affect BC First Nations;
- Knowledge of current business administration and financial management standards
- Familiarity with online calendar and task management systems



- Excellent organizational and time management skills;

OTHER REQUIREMENTS

- Must be willing to submit to a criminal record check
- Must be in compliance with federal vaccination regulations
- Must be willing to set up meeting equipment
- Must have a valid driver's license and access to a reliable vehicle
- Must be willing to work in a hybrid work environment, both at home and in office, with some travel required
- A laptop will be provided, and travel will be compensated

PLEASE EMAIL A COVER LETTER AND RESUME TO: gillian.fuss@emplans.ca

THIS JOB POSTING WILL BE AVAILABLE UNTIL MAY 31, 2023